

Notes for authors

PRESENTATION OF THE INDEX

These notes are intended for use in the final presentation of your index. They complement the information on the actual construction of the index given in the booklet on indexing which you should already have received or been directed to view/download at www.palgrave.com/authors/publishing.asp#forms.

It would be helpful if we could have a Word file of the index. Please use double-line spacing with sub-entries indented using a tab rather than the space bar. If you have sub-sub-entries, layout of the index will be improved if you run them on from the sub-entry to which they refer. A colon should divide the sub-sub-entry from its sub-entry and semi-colons should divide the sub-sub entries from each other.

Cross-references to other entries in the index should be prefaced by *see*, *see also*, *see under* or other appropriate wording. Words other than the actual entries in the index being referred to should be italic. Cross-references should appear as the last item of information in an entry.

We normally use lower-case initial letters for sub-entries (except proper nouns) but whether initial capitals or lower-case letters are used for the first words of main entries is a matter for your discretion. We normally insert a comma between the entry and its first page number, but if you prefer a space this is quite acceptable. Please try to be consistent in these matters.

For pairs of inclusive numbers our preferred style is, for example, 32–3, 124–7, 132–48, 160–3, 200–5; that is, we use the smallest possible number of digits except for ‘teen’ numbers where we do repeat the ‘one’ – for example, 14–15, 113–14.

